



DH-MEDICAL AIDE

CHARACTERISTICS OF WORK:

This is a fully qualified DHMA non-professional level in which the employee functions as a member of a health team by assisting health professionals in their provision of direct patient health care services. Work includes assistance with medical examinations, the collection of specific patient health data, documentation of patient information, and the completion of specific direct county health department/in-home patient care. Work is performed under the supervision of a registered nurse. Supervisory responsibilities are not assigned to this job class.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Certification:

Completion of a Medical Aide Training Program from an accredited college, university, trade school, or medical institution;

AND

Experience:

One and one-half (1-½) years of experience in work directly related to the above described duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of experience directly related to the above described duties.

Special Requirements:

Applicants shall provide a copy of a valid Medical Aide Training certificate, where applicable. Incumbent must possess a valid Driver's License from Mississippi or a contiguous state.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms. The incumbent is frequently required to walk; and stoop, kneel, crouch or bend. The incumbent is occasionally required to sit; stand; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Patient Care: Provides care to patients by means of personal hygiene, first aid, and the monitoring of conditions.

Checks vital signs (e.g., blood pressure, pulse, temperature, etc.) Completes vision and hearing screening tests. Performs personal hygiene care such as bathing, shaving, brushing teeth, and providing nail and hair care for home bound patients. Turns and positions non-ambulatory patients. Administers enemas to patients as prescribed by a physician.

Safety and Welfare of the Patient: Maintains a safe environment for the patient. Recognizes situations that require the Medical Aide to take urgent action.

Ensures clinic examination rooms are prepared for medical examinations. Ensures sufficient instruments and supplies are available in clinic examination rooms. Cleans and sterilizes instruments after completion of the examination. Changes bed linens and clothing. Transports supplies to patient and health department clinics.

Policies and Procedures: Demonstrates the knowledge of applicable Medical Aide policies and procedures.

Collects blood specimens for clinical tests such as sickle cell anemia. Collects blood specimens and completes tests for hematocrit / hemoglobin. Collects urine, stool and sputum specimens for clinical tests.

Legal Responsibility: Recognizes and complies with the agency's policy on confidentiality. Abides by the procedures regarding the rights of the patient.

Only provides information that is within scope of authority to provide.

Report Writing and Record Keeping: Accurately maintains and documents patient information on charts, equipment, and specimens.

Records vital signs (e.g., blood pressure, pulse, temperature, etc.). Interviews and records patient health history and present conditions. Measures and plots height, weight and head circumference. Labels and packages all specimens, cultures and blood for mailing to the laboratory. Maintains inventory records of medication, literature, forms and clinic/home health supplies. Advises appropriate staff of items to be ordered. Completes routine non-technical documentation regarding patient behavior, activities and/or signs of changes in diagnosed conditions, and the observation of undiagnosed conditions.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides care for patients as assigned.
2. Maintains accurate records and paperwork.
3. Stocks supplies and forms for patient care.
4. Transports supplies to patients and health department clinics on routine visits.
5. Proficient in measurement and recording of vital signs, height/weight, head circumference, and completing tests as listed under examples of work.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Collects blood specimens for clinical tests such as sickle cell anemia. Collects blood specimens and completes tests for hematocrit/hemoglobin.

Conducts urine, stool, and sputum specimens for clinical tests.

Ensures patients are prepared for medical examinations or the administration of treatment or tests by professional medical staff; provides assistance to staff in the physical examination of patients. Performs personal hygiene care such as bathing, shaving, brushing teeth, and providing nail and hair care for home bound patients.

Turns and positions non-ambulatory patients, changes bed linens and clothing, and administers enemas to patients as prescribed by a physician.

Assists nurses in completing technical procedures such as the replacement of catheters.

Maintains inventory records of medications, literature, forms, and clinic/home health supplies and advises appropriate staff of items to be ordered.

Compiles routine non-technical reports regarding patient behavior, activities and/or signs of changes in diagnosed conditions, and the observation of undiagnosed conditions.

Ensures clinic examination rooms are prepared for medical examinations and sufficient instruments and supplies are available.

Cleans and sterilizes instruments after completion of examinations.

Labels and packages specimens, cultures, and blood samples for mailing to the laboratory.

Interviews and records patient health history and present conditions; checks and records vital signs such as blood pressure, temperature, pulse and respiration; measures and plots height, weight, and head circumference on growth charts.

Attends and participates in all related in-service training sessions.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.